



Department of Education and Early Development
Division of Libraries, Archives & Museums
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STATE OF ALASKA

Records Retention and Disposition Schedule

Agency I.D: 610 Schedule No: 04-610.2

DEPARTMENT OF REVENUE
ALASKA HOUSING FINANCE CORPORATION (AHFC)
610 - EXECUTIVE OFFICES

The agency will follow retention periods for common records as listed in the most current State of Alaska General Administrative Records Retention and Disposition Schedule (GARRDS), unless those records have been listed on this schedule.

Unless otherwise noted all records are nonconfidential. This schedule supersedes #04-610.1.

All records that have potential permanent legal and historical value may be reviewed by the State Archivist for possible permanent retention in the State Archives in accordance with AS 40.21.030.

Under 4 AAC 59.005, it is the responsibility of agencies to ensure that records created and maintained in electronic systems remain accessible and durable for their prescribed retention period. This requires addressing the issues of periodic media refreshment, digital migration strategies and security plans. Backups produced for system recovery purposes do not serve a recordkeeping function or substitute for archived business essential duplicates.

Pursuant to the provisions of AS 40.21 and 4 AAC 59, the records listed on this schedule are approved for retention and disposition as indicated.

Division Director Michael Buller	Signature of Division Director 	Date 4/3/14
Attorney General/Designee Alan Birnbaum	Date 5/8/14	Commissioner of Administration/Designee FOR 4/30/14
State Archivist D. Dawson	Date 5/6/14	Records Analyst Stacey Thurson 5-7-14

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
001.1 - Board of Directors Materials (Originals) This series includes agenda packets with attachments and exhibits, minutes, and transcripts of meetings and public hearings and includes proofs of publication. Filed chronologically.	H & E	2	Y	Records should be microfilmed after two years; original hard copy to be destroyed after microfilm certified "true and correct".
001.2 - Board of Directors Materials (Master Microfilm) Official Record Copy.	M	PA	Y	Official Record Copy.
001.3 - Board of Directors Materials (Workcopy Microfilm or CD)	M	C	Y	C = Until administrative need is met. Recommend review for disposal every 5 years.
002.1 - General Subject Files (Originals) This series includes correspondence and information related to the organization and function of the corporation and its departments. Includes bylaws, articles of incorporation and subsidiaries of the corporation. Filed chronologically by subject.	H & E	2		Records should be microfilmed after 2 years; original hardcopy to be destroyed after microfilm certified "true and correct".
002.2 - General Subject Files (Master Microfilm)	M	PA	Y	Official Record Copy.
002.3 - General Subject Files (Workcopy Microfilm or CD)	M	C	Y	C = Until administrative need is met.
003 - Government Correspondence This series includes files which include Incoming and copies of outgoing correspondence from all government entities, including State of Alaska, United States and their representatives. Filed chronologically by topic.	H & E	3		Official Record Copy. After 3 years, older correspondence is scanned and kept electronically for audit purposes. Deleted when no longer needed.

You can transfer records to an approved records center at any point - complete a Records Transfer List (RTL) and submit it to your Records Officer for approval.

Retention Key	Format Key	Bus. Ess = Business Essential
A = Until Audit C = Cut-off event/date CY = Current Year CFY = Current Fiscal Year PA = Permanent (Transfer to State Archives)	H = Hardcopy E = Electronic D = Database M = Microform	1. Are necessary for emergency response 2. Are necessary to resume or continue operations

Item No - Record Series Title & Description	Format	Total Retention	Bus. Ess.	Remarks
004.1 - Reading Files, Executive Officers (Originals) This series includes copies of outgoing letters and memoranda signed by the Chief Executive Officer/Executive Director and Deputy Executive Director. Filed chronologically by author.	H & E	2	Y	Records should be microfilmed after 2 years; ; original hardcopy to be destroyed after microfilm certified "true and correct".
004.2 - Reading Files, Executive Officers (Master Microfilm)	M & E	PA	Y	Official Record Copy. May be held on microfilm or on compact disc (CD).
004.3 - Reading Files, Executive Officers (Workcopy Microfilm or CD)	M & E	C	Y	C = Until administrative need is met. Recommend review for disposal every 5 years.
005.1 - Strategic Plan (Originals) This series includes strategic plans adopted by the Board of Directors to guide the corporation. Filed chronologically.	H & E	2	Y	Records should be microfilmed after two years; original hardcopy to be destroyed after microfilm certified "true and correct".
005.2 - Strategic Plan (Master Microfilm)	M	PA	Y	Official Record Copy
005.3 - Strategic Plan (Workcopy Microfilm or CD)	M & E	C	Y	C = Until administrative need met. Recommend review for disposal every 5 years.
006 - Legislation This series includes files containing copies of State legislation pertinent to AHFC. Filed chronologically by year and bill number.	H & E	C		C = Until administrative need met Official Record Copy held by the State Legislature. Recommend review for disposal every 5 years. Copy of Record held by the State Legislature.

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